

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Impact Statements -- Reductions to FY-1980
Recommended Level

1. (U) This is in response to your request to submit impact statements by Plan A, B and C for the Office of Personnel. The reductions affect two elements of this office; i.e., the Retirement Affairs Division and the Benefits and Services Division, and impact upon services that have become traditional and important to many of our employees.

2. (C) Technically, our FY-1979 ceiling [REDACTED] but attached at Tab D is a copy of a memorandum to the DDCI concerning the Personnel Management Monitoring and Evaluation Staff that will engage in fact finding, evaluation, sampling, data analysis, reporting recommendations for action on uniform personnel policies and procedures as established, and identify further areas susceptible to improvement. As you know, Mr. Carlucci has approved the establishment of this unit, which will consist of four professionals and one clerical. The additional ceiling is to come from within the Administration Directorate. We therefore consider our ceiling [REDACTED]

F. W. M. Janney

Attachments:

- (A) - Plan A
- (B) - Plan B
- (C) - Plan C
- (D) - Memo to DDCI re OP/Monitoring Unit

Distribution:

Orig & 1 - Addressee
1 - D/Pers Chrono
1 - OP/ADMIN

1 - RDK/Chrono
EA-D/Pers [REDACTED] rj

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2 IMPDET CE BY C13754

P L A N A (Eliminate 6 positions: 4 from RCEAB, and 2 from EAA)

(RCEAB - Retirement Counseling and Employee Assistance Branch)

(EAA - Employees Activity Association)

Consequences:

1. Dropping 4 positions from RCEAB would cause us to eliminate totally the assistance given to departing Agency employees in seeking and obtaining other employment. The effect of this is easy to appreciate. Most Agency employees are oriented so intensely to the Agency that they have little knowledge of external job markets or how to acquire information for a job search. This is especially true of personnel (principally DDO-ers, CCAMO and many Support people) who have spent a major portion of their careers overseas and under cover; such personnel are not in very good competitive positions to seek jobs effectively without the preparation, advice and guidance given by RCEAB. Experience has shown that many persons who were bitter as the result of being forced to leave CIA at times other than their choosing had their attitudes toward the Agency changed dramatically as the result of the assistance received from RCEAB. It should be expected that, if this function were to be eliminated, employees left to their own devices in searching for other jobs would be unhappy with the failure by the Agency to help them make the bridge from a unique career situation to the normal labor market. We could anticipate some attempts to seek higher separation allowances or a liberal program of re-education or "retooling", all at considerable expense to the Agency.

Dropping the 4 Personnel positions would also put a serious crimp in the pre-retirement counseling function (also in RCEAB). This function is carried on principally by officers detailed from other Directorates; but their clerical support is from one of the 4 positions to be eliminated, they get their supervision from Chief, RCEAB (also one of the 4) and some aspects of retirement counseling are carried on by others of the 4 positions.

Dropping the 4 positions would force us to relocate elsewhere the function of replying to prospective employers who ask information on Agency personnel who apply for jobs or who seek to verify Agency employment.

2. Dropping two positions from the EAA would substantially reduce the services which are provided by the current staff of 4 full-time employees and 1 part-time employee. This program offers Agency employees the opportunity to participate in a large variety of clubs, instructional classes, and athletic, social and cultural activities. It is necessary for the Agency to coordinate and supervise the program because of security and cover considerations, the need for physical fitness in employees' job performance and to improve employee morale. The loss of two positions would reduce the amount of coordination and supervision which we could provide and would increase the possibility of security and morale problems.

P L A N B (Eliminate 15 positions: 4 from RCEAB, 4 from EAA, and 7 from Central Processing)

(RCEAB - Retirement Counseling and Employee Assistance Branch)
(EAA - Employees Activity Association)

Consequences:

1. Dropping 4 positions from RCEAB would cause us to eliminate totally the assistance given to departing Agency employees in seeking and obtaining other employment. The effect of this is easy to appreciate. Most Agency employees are oriented so intensely to the Agency that they have little knowledge of external job markets or how to acquire information for a job search. This is especially true of personnel (principally DEO-ers, COMMO and many Support people) who have spent a major portion of their careers overseas and under cover; such personnel are not in very good competitive positions to seek jobs effectively without the preparation, advice and guidance given by RCEAB. Experience has shown that many persons who were bitter as the result of being forced to leave CIA at times other than their choosing had their attitudes toward the Agency changed dramatically as the result of the assistance received from RCEAB. It should be expected that, if this function were to be eliminated, employees left to their own devices in searching for other jobs would be unhappy with the failure by the Agency to help them make the bridge from a unique career situation to the normal labor market. We could anticipate some attempts to seek higher separation allowances or a liberal program of re-education or "retooling," all at considerable expense to the Agency.

Dropping the 4 Personnel positions would also put a serious crimp in the pre-retirement counseling function (also in RCEAB). This function is carried on principally by officers detailed from other Directorates; but their clerical support is from one of the 4 positions to be eliminated, they get their supervision from Chief, RCEAB (also one of the 4) and some aspects of retirement counseling are carried on by others of the 4 positions.

Dropping the 4 positions would force us to relocate elsewhere the function of replying to prospective employers who ask information on Agency personnel who apply for jobs or who seek to verify Agency employment.

2. The EAA function would be eliminated by a reduction of 4 positions. This activity was established in order to coordinate the sports, social and cultural activities of EAA and to supervise the physical fitness room. The program offers Agency employees the opportunity to participate in a large variety of clubs, instructional classes, and athletic activities. Many of these would have to be abandoned if there was not overall Agency direction available to insure the protection of cover for Agency personnel and to prevent the identification of groups of Agency personnel. The physical fitness room would have to be closed and this would impact on the health of those employees who use the facility. Finally, the morale of the nearly 5,000 employees who participate in EAA activities would suffer from the loss of this popular and beneficial program.

3. A reduction of seven positions in the Central Processing Branch would require that the finance processing function be decentralized to the operating components; withdrawal of the domestic travel reservation and ticket service; reduction in clerical support to the Transportation and Documentation Sections; and loss of liaison and personalized service capabilities. The Finance Section would be eliminated and responsibility for the financial briefing of travelers [REDACTED] would be placed on operating components. Special arrangements would have to be made to reimburse invitee travelers and travel advances would have to be obtained from the Disbursement Office. Domestic travelers would have to make their own reservations and travel arrangements, draw advances to pay for tickets and arrange to pick up their tickets. The general level of service to travelers would be curtailed and delays in processing would occur. There would be a high rate of errors, misinformation and dissatisfaction as a result of the decentralized finance activity since the central corps of expertise would be replaced by a multiplicity of inexperienced, rotating personnel.

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P L A N C (Eliminate 2 positions: 2 from EAA)

(EAA - Employees Activity Association)

Consequences:

1. Dropping two positions from the EAA would substantially reduce the services which are provided by the current staff of 4 full-time employees and 1 part-time employee. This program offers Agency employees the opportunity to participate in a large variety of clubs, instructional classes, and athletic, social and cultural activities. It is necessary for the Agency to coordinate and supervise the program because of security and cover considerations, the need for physical fitness in employees' job performance and to improve employee morale. The loss of two positions would reduce the amount of coordination and supervision which we could provide and would increase the possibility of security and morale problems.